



WASHINGTON STATE DEPARTMENT OF
Natural Resources



Regulatory Programs Specialist
Geology and Earth Resources
Recruitment # 2006-06-RPS

- INTERNAL JOB OPPORTUNITY -

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the Public Land Trusts. The DNR manages over 5.6 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1400 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:

NR Specialist 2

Type of Position:

This is a permanent position.

This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range:

\$3004 – \$3846

Benefits Package:

Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date:

June 13, 2006

Closing Date:

June 30, 2006

Location:

Olympia, Washington

POSITION PROFILE

This position is responsible for the evaluation and environmental review of oil & gas drilling permit applications and environmental review contracting, oil and gas permit record keeping, obtaining required reporting from permit holders, preparation of all oil and gas permit documents, and communication with applicants and permit holders regarding legal requirements. This position also participates in the Surface Mine Regulatory Program by helping to maintain the program's entries into the NaturE system (a revenue tracking system), doing reviews of reclamation plans, maintaining records, and supervising the program support activities. This position also supervises the support services of the Geology Division, assists in the planning and execution of the annual Decision-Makers Field Conference, and serves as the Division's lead administrative person for contracting activities.

REQUIRED POSITION QUALIFICATIONS

- Position requires 3 years of professional level experience in a regulatory program.
- Experience with performance bonds, SEPA documents and requirements, and state records management standards and procedures.
- Must be able to use a personal computer and all of the standard Microsoft Office software effectively.
- Must have good keyboarding skills and be able to independently compose professional letters, contracts, and similar documents in accordance with agency standards.
- Must be able to independently research and solve problems, learn new skills quickly, demonstrate sufficient attention to detail to eliminate repetitive mistakes, and have exemplary communication skills.

BEHAVIORAL COMPTENCIES

All employees of DNR are required to consistently demonstrate the following [core competencies](#): Enduring Stewardship, Visionary Leadership, Inclusive Decision-Making, Creative Solutions, Respectful Relationships, Personal Responsibility

DESIRED POSITION QUALIFICATIONS

- Experience with surface mine reclamation plans and permits or oil and gas drilling permits.
- Experience as a supervisor.
- Experience with personal service contracts.
- Experience working with external stakeholder groups.
- Familiarity with DNR NaturE system

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Current Washington state driver's license.
- This position will be required to travel, sometimes overnight.
- Occasional field trips that may include driving a 15-passenger van
- Some evening and/or weekend work may be required
- Some field inspection of drilling and/or mining sites
- May be required to work in adverse weather conditions

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed state application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to: dnrrecruiting@wadnr.gov

Please indicate recruitment #2006-06-RPS in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

For more information about this position, the qualifications or the Department please feel free to contact Matt Brookshire, hiring supervisor, at (360) 902-1470.

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